

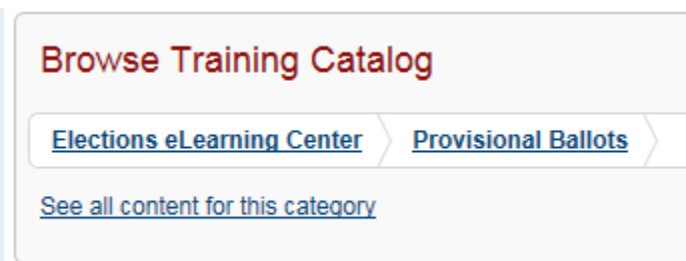
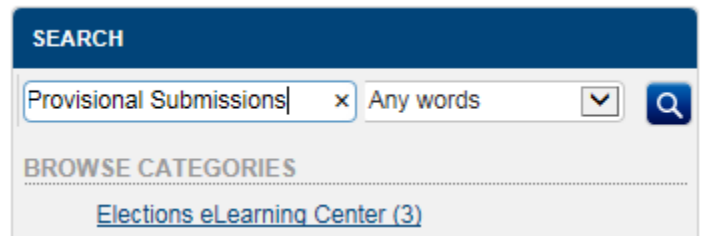
## Viewing Provisional Ballot Submissions

1. Log into the eLearning Center <https://elections.learnport.org>
2. Find the **Provisional Ballot Submissions** document

- a. On the right side of the screen, type the title in **Search box** and press the **Enter** key

-OR-

- b. On the Homepage, in **Browse Categories** or **Catalog Tab**, click on **Elections eLearning Center, Provisional ballots**, click on the title under **Most popular results**
- c. Click **See all content** to view all the related items



Most popular results in "Provisional Ballots"

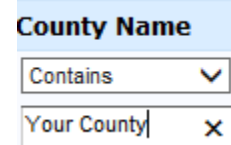
3. The content description page will open, Click the **Open Item** button
4. A new window will open displaying the **Submitted Provisional Ballot Reports**

Open Item

Search

5. Click **Search** on the upper left side to view certain results
  - a. Under **County Name, Contains**, type your county name
  - b. Click the **Search** button

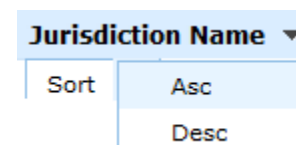
Search



- c. This will display only the submissions for your county

6. You can sort the submissions by pointing your mouse at a column heading and clicking the down arrow for options

- a. To sort by **Jurisdiction Name**, point to that column, click the down arrow
- b. Click on **Sort, Asc**

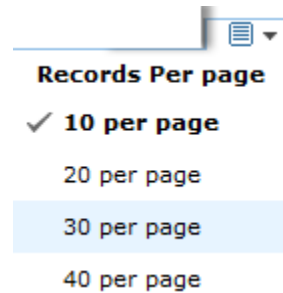


7. Use the scroll bars to view data in the right side columns; adjust window size as needed

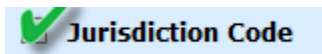
8. Use the Page buttons to page forward to see all the records

1 - 10 of Many << < > >>

9. Adjust the # of **Records Per page** displayed by clicking on the page icon down arrow

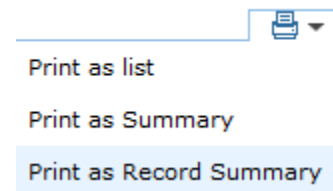


10. Select the boxes of the jurisdictions you want to print or export; click the top box in the blue banner to select all

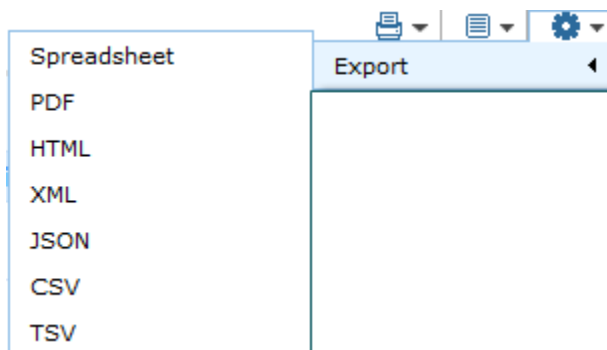


11. You can print a list of the submissions by using the **Print icon** on the upper right side

- Record Summary** is one jurisdiction per page, and produces the nicest printed reports
- List** is the information as viewed in a spreadsheet
- Summary** is a table format



12. You can also export the information by clicking the **Gear icon**, and click on **Export**, then your choice of **Spreadsheet**, **PDF**, etc.



If you need additional assistance, please call the Bureau of Elections at 800-292-5973 or email [electionselearning@mi.gov](mailto:electionselearning@mi.gov)